



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

March 31, 2023

UNNUMBERED MEMORANDUM
Series 2023

RENDERING OVERTIME SERVICES

To: **ALJON OCHAGABIA, JOB ORDER**
ARVIN ACAPULCO, LGU DRIVER
JERRY LAYLAY, LGU DRIVER

1. In the exigency of the service you are hereby requested to report to Ozamiz City National High School per Divisional Memorandum 104, s.2023 “Live-out Training of Coaches, Athletes and Trainers for the NMRAA 2023” on the following schedules:

ALJON OCHAGABIA = April 1 & 2, 2023 from 8:00 a.m.- 5:00 p.m.
ARVIN ACAPULCO = April 1, 2023 from 8:00 a.m.- 5:00 p.m.
JERRY LAYLAY = April 2, 2023 from 8:00 a.m.- 5:00 p.m.

2. Per CSC and DBM Joint Circular No. 2 s. 2004 “Non- Monetary Remuneration for Overtime Services Rendered”, you will be given a corresponding Compensatory Time –Off of 1 day for the services rendered during weekends while payment of overtime services for Job Order personnel is based on Deped Order No. 30, s. 2016 re: “Policies and guidelines on Overtime Services and Payment in the Department of Education”. CS Form 48 (DTR) should be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel) for payroll preparation not later than May 1, 2023.

3. For information and guidance.

JEAN G. VELOSO
Schools Division Superintendent



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Our **LEARNERS**: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!